Ashford Business Services Ltd

Shift Handover Form

Handing over cleanly between shifts: what happened, what is outstanding, and what the next shift must watch.

Shift details

Shift date	9 November 2026
Shift times	10:30 am
Location	Boardroom, 12 Church Street, Birmingham
Outgoing shift lead	Outgoing shift lead
Incoming shift lead	Incoming shift lead

Shift summary

Summary: **two or three sentences on how the shift went - what went well, what did not**.

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Outstanding tasks

Task	Status	Action needed next shift

Issues and incidents

Issue / incident	Time	Action taken	Still open?

Messages and follow-ups

Message for	From	Content	Follow-up needed

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Message for	From	Content	Follow-up needed

Next shift priorities

Priority	Task	Owner
Priority 1		
Priority 2		
Priority 3		

Sign-off

Outgoing lead signature	Outgoing shift lead
Incoming lead signature	**Incoming shift lead**
Open items acknowledged	

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Completion

✓	Check	Notes
	Completed work, outstanding work, and incidents are all recorded - nothing verbal only.	
	Every outstanding item has an action for the next shift.	
	Both leads signed, and the incoming lead confirmed the open items.	

Document	Shift Handover Form
Version	2.0 (redesign)
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
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